



**Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141**

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**TURA Regular Meeting
Thursday, October 28th, 2010
5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Suzanne Weber
Alene Allen
Tony Faulkner
Carolyn Decker
Joe Martin

Board Members Absent:

Sean Lambert - excused

Staff Present:

Rob Drake: Interim City Manager
Debbi Reeves: Administrative Assistant

Guests/Public:

Lynda Casey, Dave O'Brien, Kelly Fough

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 P.M. and asked Reeves to call the roll. Lambert had asked to be excused.
2. **Approval of Minutes:** Chairman Hurd asked if the board was ready to approve the minutes of the October 14th, 2010 meeting. Allen asked if the term "loan" used in the motion on page 5 & 6 needed to be corrected to "line of credit"? There was discussion about the correct word. Hurd will get clarification from TLC Credit Union and get back to the board.
 - Weber made a motion to approve the minutes of the October 14th, 2010 minutes with an explanation of loans and line of credits from TLC Credit Union to follow. Hurd seconded the motion. Ayes were received by all board members present so the motion passed unanimously.
3. **Approval of Bills:** Chairman Hurd advised the board that the list of billings in the amount of \$466.41 were for payments of interest to TLC Credit Union on 2 of the loans had been consolidated into a term loan on October 25th, 2010 therefore no further interest was due. Reeves will void the checks.
4. **Financial Report:** Chairman Hurd asked Reeves if she had any comments or concerns with the September 2010 Financial Statement from the CPS's. She noted the correction to

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the Streetscapes line was corrected and everything else looked good.

- **Allen made a motion to accept the September 30, 2010 Financial Statement as presented. Weber seconded the motion. Ayes were received by all board members present and the motion passed unanimously.**

5. **Non-Agenda Items:** Chairman Hurd stated he would move Non- Agenda items farther down the agenda in order to have the lighting presentations first.

6. **New Business:**

- a. **1st Street Parking Lot – Lighting Presentations:** Chairman Hurd introduced and asked **Kelly Fough** of Holophane Lighting to make his presentation to the board. **Fough** proceeded to speak of his 15 year history with the Holophane Company and the history of the company. He showed a power point presentation and answered questions of the board concerning requirements, standards, materials, etc. When he had completed his presentation he asked the board to let him know if there was anything further he could do for them and thanked them for their time.

The next lighting representative introduced was **Dave O'Brien** of Malcar Northwest. **O'Brien** gave the board his 25 year history in lighting sales and that of the company. **O'Brien** spoke about the Buy America programs offered by the federal government in lighting projects. He and the board discussed different specifications, standards, materials and requirements for lighting in a parking lot. **O'Brien** mentioned they have just completed a project in Garibaldi if anyone would like to see their products. **Drake** mentioned the future lighting projects in Tillamook could include 3rd Street, Main Avenue and Pacific Avenue. The board asked **O'Brien** to make several recommendations to them in writing. He then thanked the board for their time.

- b. **North Coast Engineering- Project Manager:** Chairman Hurd asked **Rich Gitschlag** if he had considered being the project manager of the 1st Street Parking Lot. **Gitschlag** would like to accept the project and will write a work order. He noted the cost for services would be in the \$1,500 to \$2,500 range. He explained what his services would entail for the project. There was discussion about all he would provide and **Drake** felt an outside project manager would be neater and cleaner for TURA on the project. **Drake** thought the board could approve a contract with **Gitschlag** with stipulations as stated during discussion. There was also discussion of project contractors and how that would be handled. **Gitschlag** would handle the bid process.

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- **Weber made a motion to approve Rich Gitschlag of North Coast Engineering as project manager for the 1st Street Parking Lot Project and to dedicate \$1,500 to \$2,500 with the contract to be reviewed later. A second was made by Hurd. Ayes were received by all board members seated and the motion passed unanimously.**

The board discussed the contract and the process to follow.

Non- Agenda Item: Beal Building:

Chairman Hurd asked the board for consensus on the inspection done by **Andy Stricker** on the Beal Building. He would like the board to approve the inspection and have **Andy Stricker** attend the next meeting to answer some questions about the inspection. The board discussed the awnings of the building and awning materials. **Chairman Hurd** would like to instruct **Reeves** to contact **Stricker** to have him meet with the board and the board agreed. There was discussion of financing and liens of the building.

7. Pending Business: November Meeting Dates:

- a. At that time the meeting dates in November were addressed. **Reeves** explained that both Thursdays of the regularly scheduled meeting dates of November 11th and November 25th were holidays. The board discussed alternative meeting dates for the month of November. **Reeves** explained she had included a memo in the packet with available dates for meetings at City Hall in November.
 - **Hurd made a motion to change the meeting dates for the regular TURA meetings to the 2nd and 4th Monday of the month for November 2010. A second was made by Faulkner. Ayes were received by all board members seated and the motion passed unanimously**

New Business (continued):

- c. **ODOT Flexible Funds Program – Resolution 2010-07: Chairman Hurd** explained the Flexible Fund program and the need for Resolution 2010-07. The Resolution is to approve matching funds of \$65,000 if the grant is approved by ODOT. The grant is for the 3rd Street Improvement Project with Tillamook County and the City of Tillamook.
 - **Faulkner made a motion to accept Resolution 2010-07. The motion was seconded by Allen. With no further discussion ayes were received by all board members present. The motion passed unanimously.**

Pending Business (continued):

- b. **Public Employee Blanket Bond:** **Chairman Hurd** asked **Reeves** to explain the information and rates of the blanket bond. She noted a \$50,000 bond would cost \$260 per year and a \$100,000 bond would be \$573 annually. **Drake** noted the auditors will be looking at the TURA records. Bonding of the agency was discussed.

➤ **Weber made a motion to accept the quote for the blanket bond for \$100,000 at the annual cost of \$573.00. This motion was seconded by Allen. With no further discussion Hurd called for the vote and ayes were received by all board members present therefore the motion passed unanimously.**

8. **Committee Updates:** **Decker** reported the Streetscapes Committee had met on October 26th. She handed a proof of a brochure of the Front Porch Initiative **Reeves** had made around to the board and explained the program. The board consensus was that a Front Porch Initiative program for Tillamook was an excellent idea. **Casey** had mentioned to the committee that she sends out the business renewals for the city and she would be able to send a brochure to each business owner at the next renewal. **Decker** recommended the board approve the printing of 1000 brochures. **Reeves** stated she had contacted Brian Trusty of Coast Printing for a price but had not heard back. She said the last brochures they printed for TURA were for a cost of \$433 for 1000 brochures.

➤ **Weber made a motion to approve the printing of 1000 Front Porch Initiative brochures for a cost up to \$500. The motion was seconded by Faulkner. Ayes were received by all board members seated and the motion passed unanimously**

Decker next spoke about the theme or hook ideas the committee had discussed. The committee was leaning towards the incorporation of the “Quilt” theme and explained how well the Quilt Trail was doing in attracting tourism to Tillamook. **Hurd** would like to have more thought on this. **Weber** mentioned the Quilt Trail brochures and the expenses involved. There was discussion in how the TURA may be able to help the Quilt Trail with expenses and at the same time get TURA incorporated into the Quilt Trail brochure.

9. **Correspondence/Information:** **Chairman Hurd** noted the items mentioned under correspondence. There was no discussion.

10. Concerns of the Board:

Allen asked if anything was going to be done to fix the front door at city hall. **Drake** mentioned CIS has a program for reimbursement for up to \$10,000 in repairs and he is working on it.

Drake explained what is currently happening in regards to the Schmidt property donation. He and **Hurd** are meeting with **Karen Homolac** from the State of Oregon regarding a Brownfields Grant for cleanup. These grants are for full or partial cleanup of a site. **Drake** explained the City Council is looking at a possible park plan which could provide jobs and recreation.

Drake has been in contact with ODOT concerning signs which he explained to the board and discussed. He spoke of the idea of a “Historic Downtown Tillamook” sign. **Weber** mentioned there are guidelines concerning signage and that she will meet with **Drake** to show him some of the entry signs she has.

Hurd asked about the Garibaldi lighting project and **Drake** offered to follow-up on it. **Hurd** also asked **Reeves** to contact the other lighting rep who was unable to attend the meeting and see if they could come to the next meeting in November. **Faulkner** mentioned he has an acorn lighting fixture he could bring in for the board to look at.

11. Meeting Notices: The next regular meeting is November 8th, 2010.

12. Adjournment: With no further business **Chairman Hurd** adjourned the meeting at 8:02 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman